

**CALIFORNIA POLLUTION CONTROL
FINANCING AUTHORITY**

915 CAPITOL MALL, ROOM 457 (95814)
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SACRAMENTO, CA 94209-0001
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MEMBERS:
Phil Angelides, Chair
State Treasurer

Steve Westly
State Controller

Michael Genest, Director
Department of Finance

JOB OPPORTUNITY BULLETIN

Class: Junior Staff Analyst / or
Assistant Treasury Program Officer
Tenure: Permanent
Time Base: Full-Time
Salary: \$2632- \$3465 (JSA)
\$3418 -\$4155 (Asst TPO)

Under the supervision of the Executive Director of the California Pollution Control Financing Authority (CPCFA) and the general direction of the Acting Deputy Executive Director (CPCFA). The analyst may perform the following essential functions. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Analyzes, gathers and summarizes data and develops reports such as financial and statistical reports and various information requests of the Executive Director and Deputy Executive Director; researches problems and issues related to bond activities and recommends appropriate courses of action; researches and analyzes data; researches data and reports for upcoming meetings and prepares staff briefings; attends meetings; researches and makes recommendations to the Executive Director on issues of a sensitive or confidential nature.
- Prepares and provides technical information for the Authorities' professional staff, other state agencies, the Legislature, financial institutions, bond counsels, underwriters, and bond rating agencies concerning the Authorities' various financing programs regarding bond issues affecting the Authority such as: reviewing and analyzing official bond financing documents from rating agencies and financial advisors for accuracy of dollar amounts; providing technical support for the small business loan program (Cal-CAP), processing enrollment forms; reviewing financing application requests from manufacturing facilities to ensure that they meet the Authority's statutes requirements are submitted in a timely manner, and independently resolves any potential problems.
- Researches and secures information to respond to difficult, sensitive telephone inquiries and correspondence directed to the Authority; and works on highly confidential and complex bond issues with staff, the Department of Finance, the State Controller's Office, financial institutions and advisors for the Authority. Attends staff meetings and provides input to operations; leads the activities of subordinate staff such as ensuring the preparation and distribution of the agenda and related materials necessary to conduct the Authority meetings; establishes office procedures and operating systems; secures training for employees; and directs the typing and secretarial support services for the Authority.

DESIRABLE QUALIFICATIONS:

- Strong writing skills.
- Strong interest in public finance.
- Ability to make oral and written presentations before the Authority's Board.
- Demonstrate a high degree of good judgment, analytical ability, and independence in carrying out assignments.
- Demonstrate a high degree of responsibility, dependability, and flexibility on the job.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a Assistant Treasury Program Analyst or Junior Staff Analyst.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility. If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number 345-002-4237-003 next to the classification on your application/resume, i.e., Assistant Treasury Program Officer, CPCFA .

FINAL FILING DATE:

Applications will be accepted **until filled**. Applications will be screened and only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Cec Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer-equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The CPCFA complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact CSFA at (916) 654-5610 or TDD (916) 654-9922.